**CHERYL A. GRANDY**



7151 N. Omaha Ave., Portland, OR 97217

503.735.9173

[cherylgrandy.grandy@gmail.com](mailto:cherylgrandy.grandy@gmail.com)

**EDUCATION**

***A.A.S., Accounting***, Portland Community College, Portland, OR (2013)

***Accounting Clerk Certificate***, Portland Community College, Portland, OR (2011)

*Coursework included*: Principles of Accounting, Managerial Accounting, Computer Accounting (*QuickBooks Pro*), Payroll Accounting, Non-Profit Accounting, HR Management, Project Management, Financial Management, Business Law I, Economics, Federal Income Taxation, E-Commerce, Website Development (*Dreamweaver*), Ethics.

**EXPERIENCE**

BENCHMARK ELECTRONICS (*ISO 9001:2000, ISO 13485:2003, FDA QSRs, ITAR),* Beaverton, OR

***Documentation Technician III – Engineering Department*** (2004-2010)

Prepare and create manufacturing work instructions in an environment supporting the manufacture and repair of printed circuit boards, box builds, system integrations, and returns. Analyze information such as assembly drawings and specifications received from customers and engineers to determine proper content, structure and format for creating the manufacturing work instructions. Process Engineering Change Orders. Retrieve, review and store electronic/hardcopy documentation and maintain files.

***Configuration Technician II – Quality Department*** (2002-2004)

Use ERP/PDM system to document and maintain customer manufacturing data including Bills of Material (BOMs), Approved Supplier lists (ASLs), specifications and related information (Agile).

*Additional Activities:*

* ***Internal Quality Auditor*** - Perform assigned yearly internal quality audits and reporting
* ***Corrective Action Coordinator*** – Support implementation of the quality system by processing investigation requests, corrective actions, and other quality records
* Served six years on the ***Safety Committee*** as Secretary and member
* Created and maintain the building ***Evacuation Map and Emergency Procedure Plan***
* ***Travel*** and extended stay to assist with the plant closure of the Redmond, WA. division

*In-House Certifications*:

* ESD Compliance
* ITAR
* Internal Audit
* 7 Step Problem Solving
* ISO Audit Prep
* QSR-ISO Awareness
* Records Management
* Hand Place Components
* Safety Committee Training

KELLY TEMPORARY SERVICES, Portland, OR

***Data Entry, Database Maintenance, Administrative Assistant, General Office*** (1988-2001)

STATE OF OREGON/JUDICIAL DEPT., Portland, OR

***Court Specialist II/District Court*** (1984-1987)

MARATHON LeTOURNEAU S&S, Portland, OR

***Computer Operator/Inventory Control*** (1982-1984)